

# Payroll User Group Meeting

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Wednesday March 6, 2013

9:30 A.M. – 12:30 P.M.

# Welcome

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Kevin McHugh – Payroll Bureau Director



*The credit union for  
Massachusetts State Employees*

# Since we last met.....

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- ▶ Special promotion offered to all State Employees
  - \$75.00 to open new checking account
- ▶ Metro hosted lunch and learns throughout various agencies
- ▶ Metro attended numerous agency staff meetings and benefit fairs
- ▶ Metro has received approval to host events in Ashburton Place

# Giving Back to Members in 2012

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- ▶ My Reward Checking 2012 ATM Refunds: \$975,000
- ▶ My Reward Checking Debit Rewards: \$138,370
- ▶ Cash Back Rewards on Credit Cards \$244,250

# Where to find State specials

A screenshot of the Metro Credit Union website. The header includes the Metro Credit Union logo, navigation links (Contact Us, Careers, Security, Locations, Sitemap), and social media icons. The main navigation bar has links for Personal, Business, Investments, Other Services, and About Us. The "Personal" section is active, showing a "You are in: Personal" breadcrumb. The left sidebar contains links for Online Banking, Account Opening, Become a Member today!, Rates, Mortgage Rate Watch, Borrowing Options, Security Alerts, Fraud Prevention, Metro in the News, and Metro@work. The main content area features a large banner for "Moving money just got easier! Bank to Bank Transfers" with a "Learn more >" link. Below the banner is a "Welcome to Metro!" message. The "Banking" section lists services like Checking, Savings, and Online Banking. The "Loans" section lists Mortgages, Home Equity, and Student Loans. The "Resources" section lists FinanceWorks, Online Bill Pay, and eStatements. The "Help Center" section includes contact information and a "Feedback" link. The "Mortgage Rates" table is visible at the bottom left of the main content area.

Mortgage Rates	
10 Year Fixed	2.702 % APR
15 Year Fixed	2.803 % APR
20 Year Fixed	3.542 % APR
30 Year Fixed	3.655 % APR
5/1 ARM	2.855 % APR
<a href="#">Apply Now</a>	<a href="#">View Rates</a>

# Click Print Send – Easy Account Opening

The screenshot shows the Metro Credit Union website. At the top left is the Metro Credit Union logo. To the right are social media icons for Facebook, MySpace, Twitter, and LinkedIn. Below these are links for Contact Us, Careers, Security, Locations, and Sitemap, followed by a search bar. A blue navigation bar contains links for Personal, Business, Investments, Other Services, and About Us. Below the navigation bar, a breadcrumb trail reads "You are in: About Us / Welcome MSEC Members". On the left side, there are two buttons: "Online Banking Login" and "Account Opening Open". Below these is an "About Us" section with a list of links: Branch Locations, Melrose, Boston - Government Center, Boston Locations, Metro In the News, Our Promise, Membership Eligibility, How to Join, New Branch Locations, Senior Management, Team & Board of Directors, Member Privacy, Welcome MSEC Members, Branch Events, Welcome Fenwal Members. The main content area features a large banner with a group photo of diverse people and the text "Welcome! Massachusetts State Employees". Below the banner, the heading "Welcome to Metro Credit Union" is followed by a paragraph about the bank's mission. To the right of this text is an orange button that says "OPEN AN ACCOUNT NOW!". Below the mission statement is an "EXCLUSIVE OFFER" for MA State employees with a "Learn more" link. At the bottom left of the main content area, it says "Metro's Routing Number: 211381990". On the right side, there is a thumbnail image of the "2013 Pay Calendar" for Massachusetts State Employees, with a link below it that says "2013 Pay Calendar >".

**METRO**  
CREDIT UNION

Contact Us | Careers | Security | Locations | Sitemap

Personal Business Investments Other Services About Us

You are in: About Us / Welcome MSEC Members

Online Banking **Login**

Account Opening **Open**

**About Us**

- Branch Locations
- Melrose
- Boston - Government Center
- Boston Locations
- Metro In the News
- Our Promise
- Membership Eligibility
- How to Join
- New Branch Locations
- Senior Management
- Team & Board of Directors
- Member Privacy
- Welcome MSEC Members
- Branch Events
- Welcome Fenwal Members

**Welcome!**  
Massachusetts State Employees

**Welcome to Metro Credit Union**

Banking's best-kept secret! At Metro Credit Union, our mission is simple: Provide exceptional service and expert guidance to help members achieve their financial goals. Everyone here at Metro is very excited that you will soon be joining our family.

**EXCLUSIVE OFFER** for MA State employees. [Learn more.](#)

**Metro's Routing Number:**  
211381990

**OPEN AN ACCOUNT NOW!**

**2013 Pay Calendar >**

# My Reward Checking Special Promotion

## Open by April 30, 2013 and receive \$75.00 Bonus!!

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The benefit that pays!

Exclusive offer for MA State employees.

### My Reward Checking



With My Reward Checking, you'll get unlimited refunds of ATM fees!

- Free ATM transactions, everywhere
- Other banks' ATM fees are reimbursed
- Cash back on debit card purchases up to \$250 per year
- 4.00% APY\* on companion savings account
- Free with direct deposit\*\*
- Free Online Banking and Bill Pay
- Convenient eStatements

**PLUS, get a \$75 CASH BONUS**  
when you open an account!



**METRO**  
CREDIT UNION

The credit union for Massachusetts State Employees.

Call us today at 877-MY-METRO or visit [metrocu.org](http://metrocu.org).

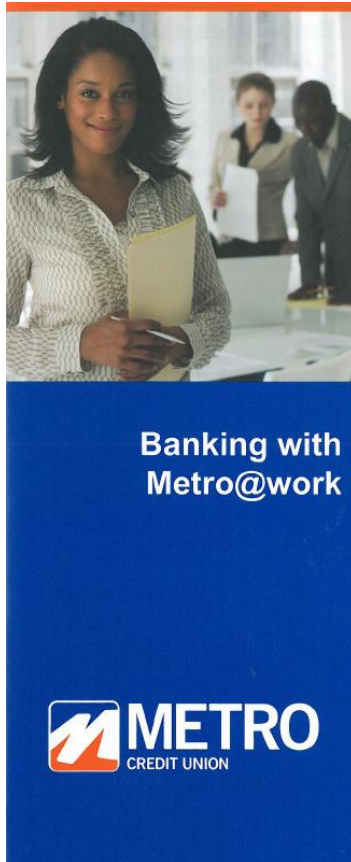
Boston • Burlington • Chelsea • Framingham • Lawrence • Lynn • Melrose • Peabody • Salem • Tewksbury





# Metro@work Free Employee Benefit

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- ▶ Dedicated Account Representatives
  - Lunch and Learn Sessions
  - Open Enrollments
  - Benefit Fairs
  - Employee Financial Education Seminars
  
- ▶ Promotional Materials Available
  - Payroll Inserts
  - Bulletin Board Posters
  - Intranet Links
  - Flyers and Brochures

# Thank you!

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# YEAR END WRAP-UP

Kevin McHugh

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# Year End 2009, 2010, 2011and 2012 HR/CMS

		2012	2011	2010	2009
Box 1	Federal Taxable Wage	4,072,242,129.27	3,942,446,826.39	3,847,986,292.06	3,697,548,944.89
Box 2	Federal Tax	553,513,732.23	536,718,026.23	479,865,630.90	455,720,305.51
Box 5	Medicare Taxable Wage	3,839,932,570.52	3,639,380,070.38	3,488,700,077.80	3,279,599,616.36
Box 6	Medicare Tax	55,690,537.51	52,770,010.96	50,586,724.05	47,554,671.57
Box 16	State Taxable Wage	4,469,058,293.03	4,319,842,868.23	4,215,656,846.09	4,053,272,697.87
Box 17	State Tax	217,673,095.26	213,384,693.92	206,010,797.65	196,804,349.74
Box 18	Local Taxable Wage	606,736.16	584,581.10	562,546.18	598,046.21
Box 19	Local Tax	18,648.79	17,735.40	16,870.53	17,776.58
	TOTAL W-2 Printed	110,031	110,013	109,227	104,144

# Year End 2012

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Print Feature directly from HR/CMS – easier to reprint than DocDirect

Return Mail to one location – assisted in determining mail issues and allows for future improvements

Good improvement in processing Payroll Receipt Vouchers and reducing W-2C

# Fiscal Cliff Changes

- Retroactively increased the Transit Pretax amount for CY12
  - Real tax savings for thousands of employees using qualified transportation benefit
  - Paid excess Medicare Tax to employees in January

# Top 10 W-2 Returns



**Do you know where your employees live?**





# Top 10 W-2 Returns

<u>Department</u>	<u>No. of Returns</u>
1. Military Division (MIL)	256
2. Department of Mental Health (DMH)	186
3. Department of Corrections (DOC)	178
4. Bridgewater State College (BSC)	173
5. Department of Mental Retardation (DMR)	161
6. Bunker Hill Community College (BHC)	146
7. Salem State University (SSA)	144
8. Holyoke Community College (HCC)	125
9. Department of Conservation and Recreation (DCR)	110
10. Massachusetts College of Art (MCA)	110

# What does this mean?

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- Large departments with transient workforce will always be a challenge with paper W-2 sent by mail
- Despite this fact, we have a low return rate (<2%)
- Future electronic delivery has identifiable cost savings

# Check Re-Issuing

Deirdre Richardson,  
TRE



# Deduction Vendor Updates

Commonwealth Connector

GIC

Benefit Strategies

Great West





# Benefit Strategies

# Requesting a Refund Check For HCSA/DCAP/HCSAF Deductions

- The Group Insurance Commission (GIC) approves all payroll refunds for HCSA/DCAP/HCSAF
- Send an email to Karin Eddy at [Karin.Eddy2@state.ma.us](mailto:Karin.Eddy2@state.ma.us)
- Please provide the following information in the email:
  - Employee's full name and Employee ID#
  - Deduction code(s) and amount(s) in question
  - Reason for refund request (i.e. employee did not enroll in HCSA, but had deductions taken)
  - Payroll coordinator name and address to send the refund check
- GIC will review and approve the refund request
- Benefit Strategies will process the payroll refund check
- The refund check will be made out to the Commonwealth of MA (not the employee) and mailed to the payroll coordinator for that department
- Department should refund the employee and deposit the check
- GIC will notify the Comptroller's Office of all refund transactions to process in a Quarterly Report (DO NOT CONTACT THE COMPTROLLER'S OFFICE FOR THIS)

# Revised W2C Required For Old Plan Years

- If a refund for HCSA/DCAP/HCSAF gets approved and a check is issued for a prior plan year – a revised W2C is required for tax purposes
- Example: Participant was enrolled for 2012FY but did not enroll for 2013FY, deductions were not ended in payroll system so they carried over into 2013FY in error – these deductions need to be refunded
- To avoid issuing a W2C please make sure that deductions have end dates in the payroll system

# Use It Or Lose It!

- 2012FY balance for HCSA/DCAP can be used for dates of services incurred between January 1, 2013 – **March 15, 2013**
- The Flex debit cards are connected to the 2012FY balance first during this extension period, it will deduct monies from the 2012FY until it has a \$0 balance, then starts withdrawing from 2013FY
- All manual claims for 2012FY must be submitted to Benefit Strategies no later than **April 15, 2013** – no exceptions!



# Uniform Coverage Rule – No Fast Pay

- Every participant enrolled in HCSA and/or DCAP during Open Enrollment season, must have their premium deductions spread out over 26 pay periods
- Participants enrolling mid year due to an IRS qualified event such as: new hire, marriage, divorce, birth, must submit their HCSA/DCAP paper enrollment within 30 days from their qualified event to their benefits office
- Payroll deductions for a mid year enrollment must be spread out equally based on how many pay periods are left in the plan year (i.e., John Smith is new hire effective 3.06.2013, wants to enroll for HCSA, will not be eligible until Jun 1<sup>st</sup> due to the 60 days waiting period, payroll deductions should be deducted over 15 pay periods left in the year)
- Reminder: DCAP does not have a waiting period, eligible immediately

# SMART Plan Agenda

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Presented by Rob Young, Account Manager

- Top 10 Increases in Participation Rate
- Deferral Record Keeping Guide (notifications for when user changes) pg 2
- Special Catch-Up
- SMART Retirement & Beyond Seminars
- Questions

# Top 10 Increases in Participation

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Top 10 Increases in Participation Rate
Board of Library Commissioners
State Police
Division of Standards
Office of Consumer Affairs and Business Regulation
Department of Corrections
Middlesex Sheriff's
Essex Sheriff's
MA Cultural Council
Hampden Sheriff's
Group Insurance Commission

# Deferral Record Keeping Guide

## ■ Notification for when user changes

### A Guide to Deferral Record Keeping

(continued from page 1)

**Q: How do I verify or make changes to my department's primary contact?**

**A:** To verify or change your department's primary contact, please email Silas Shah in the Comptroller's Office at [Silas.Shah@Mass.Mail.State.MA.US](mailto:Silas.Shah@Mass.Mail.State.MA.US).

All requests for changes, including requests to add contacts, must be approved by your department's payroll director. If you submit a change request, please provide the following information for the person you are requesting to designate as a primary contact, as well as the person (if any) you wish to remove as the primary contact:

- Department ID
- Contact Name
- Email Address
- Phone Number
- Location Code (optional)

**Q: Once logged in to the PSC, how do I download the deferral file?**

- A:**
1. From the Start page, click the Manage My Report Requests option under Plan Notices.
    - You can also access this report by selecting the Reports tab at the top of the page and then clicking Manage My Report Requests from the left-hand menu.
  2. Expand the menus to locate the report on the list of available files and click View to display or download.
  3. Save the file to a secure folder on your hard drive.
  4. To open the file, double-click using Windows Explorer.

**Q: What do I do if I receive a participant's deferral change notice and that participant does not belong to my department?**

**A:** Contact the local SMART Plan office at (877) 457-1900. A staff member will coordinate tracking down the proper department for the participant and update the system accordingly. Staff members are available Monday through Friday, 9:00 a.m. to 5:00 p.m. You may also send notification via email to [smartpayrollinquiry@gws.com](mailto:smartpayrollinquiry@gws.com).

**Q: Whom do I contact if I need further assistance?**

**A:** If you have any difficulties accessing or navigating the PSC, please call the Plan Sponsor Line at (800) 695-4952 to speak with a PSC Representative.

If you have general questions about the SMART Plan or would like to set up a meeting for employees and participants, please contact your local representative by calling (877) 457-1900 or go to [www.mass-smart.com](http://www.mass-smart.com).<sup>2</sup>

## How to Read Your

The following information provides payroll administrators with Great-West deferral file. Understanding this file is important.

GQ190EDF  
98966-01  
D XXXX

1 SSN	2 Name	Employee Number	3 Hire Date
XXX-XX-XXXX	SMITH JR, WILLIAM B		09/21/195
XXX-XX-XXXX	SMITH, SAMUEL S		07/23/200
XXX-XX-XXXX	LAWSON, BEVERLY L		08/15/200
Totals: 3 employees			

Note: The above employee(s)' elective-deferral change notice is dated 12/31/2012. Once you verify this information, please contact your company guidelines.

- 1 **SSN:** Participant's Social Security number.
- 2 **Name:** Participant's name.
- 3 **Hire Date:** Participant's hire date.
- 4 **Before Tax:** Participant's contribution amount deducted as a whole dollar amount or as a percentage of gross pay per pay period. Amount is entered in the Savings Plan page of HR/CMS.
- After Tax:** Not applicable.
- 5 **50+:** If a participant is age 50 or older during the 2013 calendar year, he/she is eligible to contribute a maximum of \$23,000 to the SMART Plan. When a "Y" indicator is displayed, please verify the **Age 50-Extend Limit** exists in HR/CMS. Simply verify this entry; HR/CMS automatically inserts the \$5,500 50+ amount. This will allow the participant to contribute the maximum allowable amount should he/she choose to do so. If there are any birth date discrepancies, please verify the date of birth in HR/CMS.











**Roth/Age Roth:** Not applicable.

# Special Catch-Up

GQ19OEDF  
98966-01  
D XXXX

## Massachusetts Deferred Compensation SMART Plan Employee Elected Deferrals

Run Date: 01/02/2009  
Pay Date: 01/01/2009

 1 SSN	 2 Name	Employee Number	 3 Hire Date	 4 Before Tax	After Tax	 5 50 + Roth Roth	Age	 6 Hardship End Date	 7 Accelerated Code	 8 Deferral End Date	 9 Amount	 10 Deferral Change Time Stamp	Default Ind
xxx-xx-xxxx	SMITH JR, WILLIAM B		09/21/1992	100.00\$		Y			Catch-Up	12/31/2009	\$24,000	12/17/2008	
xxx-xx-xxxx	SMITH, SAMUEL S		07/23/2004	15.00%		N						12/10/2008	
xxx-xx-xxxx	LAWSON, BEVERLY L		08/15/2003	0.00\$		Y		06/04/2009				10/04/2008	
Totals: 3 employees													

Note: The above employee(s)' elective-deferral changes cover the time period beginning 12/01/2008 through 12/31/2008. Once you verify this information, please begin payroll deductions according to your plan rules OR company guidelines.

# Accelerated Code *(item 7)*

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- When a participant elects the Special Catch-Up provision, a “Catch-Up” indicator is displayed
- Enter amount and number of eligible years in the Savings Management Panel
- Employee must have this approval before participating in Special Catch-Up

# SMART Retirement & Beyond

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Seminars are all from 6:00 pm - 8:00 pm

March 14	Westfield State University
March 21	Roxbury Community College
March 26	Salem State University
March 28	Bridgewater State University
April 3	1000 Washington St., Boston

# Questions?

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Thank you





# Commonwealth Choice

The Health Connector

# Open Enrollment -- Connector

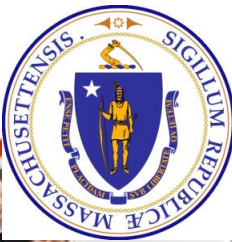
- Open enrollment for non GIC-eligible state employees will take place May 1 to May 29, 2013.
- For coverage effective July 1, you must elect coverage between May 1 and May 13.
- If coverage is elected between May 14 and May 29, coverage will become effective August 1.



# **GIC Open Enrollment**

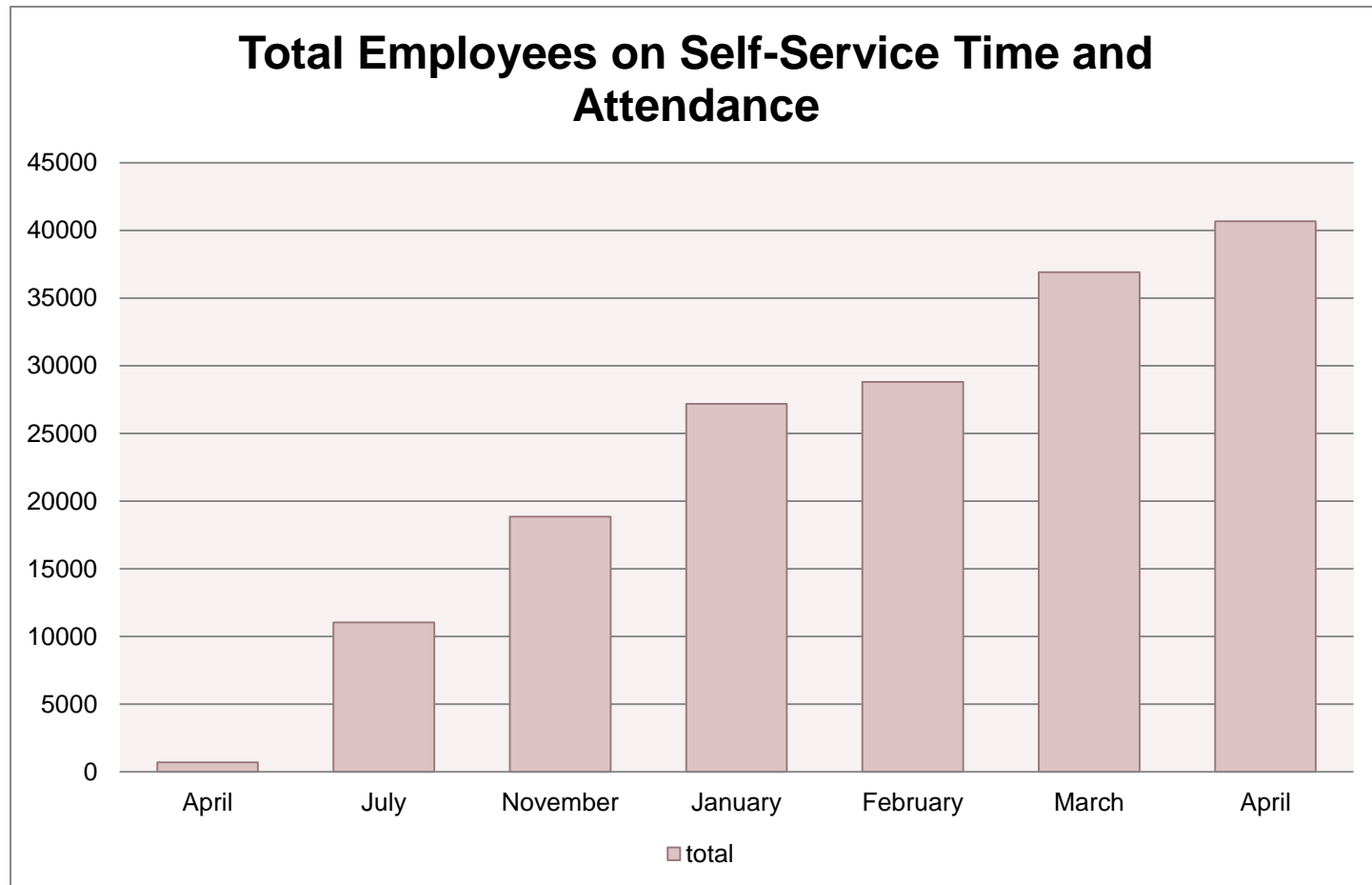
# GIC Open Enrollment

- Annual Enrollment is April – May, 2013 for changes effective July 1, 2013.
- State employees do not need to re-enroll in health insurance this year. If they do not wish to make a change, their coverage will continue uninterrupted.
- The GIC will send additional Annual Enrollment procedural information updates.



**MassHR and  
Self Service Time and Attendance Year in Review**

# We have come a long way over the past year





# Summary of SSTA Deployments

Rollout	# of Departments/Facilities*	# of Employees
Rollout 1 (April 2012)	10	713
Rollout 2 (July 2012)	54	10,319
Rollout 3 Segment 1 (November 2012)	29	7,820
Rollout 3 Segment 2 (January 2013)	20	8,341
Rollout 3 Segment 3 (February 2013)	5	1,618
Rollout 3 Segment 4 (Planned: March 2013)	9	8,103
Rollout 3 Segment 5 (Planned April 2013)	16	3,760
* Some departments were in multiple rollouts		
<b>Total</b>		<b>40,674</b>

# Impact of Employee Edits to Timesheet after it has been Approved



If an employee edits a timesheet after it has been approved, *and the time approver does not re-approve*, here are the implications for payable time for the particular day or row that was edited, not the entire pay period. The resulting impact depends on when changes happen with respect to the time admin run.

Sequence of Time Admin	Employee Action	Impact
<b>Scenario #1:</b> <b>Entry-&gt;Approval-&gt;Time Admin-&gt;Change</b> Employee changes punch after original approval and time admin have occurred: <ul style="list-style-type: none"> <li>• Supervisor approves timesheet.</li> <li>• Time admin runs.</li> <li>• Employee changes punch and approver is not notified.</li> <li>• <i>Approver does not approve edits.</i></li> <li>• Time admin runs.</li> </ul>	Employee changes the TRC or quantity on an existing row (example – changing VAC to SIC)	Original submission will be paid
	Employee changes one of the punches (either in or out)	REASON: Time was previously approved and picked up in first time admin run.
	Employee deletes an existing row and adds a new row of entry	Original submission will be deleted from payable time, resulting in no payment.
	Employee changes the TRC quantity to 0	REASON: Deletions and entry of “0” remove data; there is nothing for time admin to process.
<b>Scenario #2:</b> <b>Entry-&gt;Approval-&gt;Change-&gt;Time Admin</b> Employee changes punch within 2 hour window between time admin runs: <ul style="list-style-type: none"> <li>• Time admin runs.</li> <li>• Supervisor approves timesheet.</li> <li>• Employee changes punch and approver is not notified.</li> <li>• <i>Approver does not approve edits.</i></li> <li>• Time admin runs.</li> </ul>	Employee changes the TRC or quantity on an existing row (example – changing VAC to SIC)	Original submission will be deleted, and no payment will result for that day or row.
	Employee changes one of the punches (either in or out)	REASON: Neither the original submission nor the change was picked up in time admin.





# Lessons Learned

## ***Communicating to All Staff***

- Do not enter zeros into the time sheets
- Employees should work the hours they are approved to work
- Explain how overtime will be handled (pre-approval, etc.)
- Explain how employees will request time off (ex: leave request forms)
- TCD badges can be re-used and should be turned in when an employee leaves the agency
- After five attempts at entering your password the system will lock you out – call the Employee Service Center (ESC) for password resets 617-979-8500
- The ESC is your first point of contact for any questions
- When communicating SSTA information to employees, send email messages from a senior staff member who is recognized across the agency
- Provide a variety of communication channels (emails, meetings, trainings, etc.)
- TCD users – have step-by-step poster by every TCD and the contact person if there is a problem with the TCD

# Self Service Time and Attendance: Questions and Answers





# Payroll Reminders

Kevin McHugh

# Audit Finding – Lack of Compliance with Payroll Authorizations

- The Chief Financial Officer (CFO) of each department (or other person with Department Head Signature Authorization {DHSA}) is required to review the pay period's payroll and sign a Payroll Expenditure Approval Form, independent of the department timekeeper submission and self-service submissions. This form is kept by the department and “... *will remain available for three years for review by the Office of the Comptroller or other auditing entity.*”
- This form must be signed prior to payroll posting
- Form is updated with more clear instructions



## PAYROLL EXPENDITURE APPROVAL FORM

The payroll listed below has been processed by *Enter processing Dept* as approved by this office (*Enter approving Dept*) in accordance with the Commonwealth's Payroll Expenditure Policy, State Finance law and this department's Internal Control Plan.

The amount below has been certified to the Comptroller through the payroll system for payment. This certifies that time and attendance for each employee has been approved by the appropriate manager/supervisor to support amounts paid. This approval and supporting details will remain available for three years for review by the Office of the Comptroller or other auditing entity.

*Optional: Enter processing Dept handles processing functions in accordance with executed terms of a Service Level Agreement (SLA). This does not relieve Enter Approving Dept of its authority or responsibility for approving its payroll.*

PAYPERIOD		AMOUNT	APPROVED BY	DATE
_____ through _____		\$ _____	_____	_____
Pay Period Begin Date	Pay Period End Date	Total Department Payroll	Department Signatory Authority Approving Department	Prior to Pay Day

# W4 - Exempt Employees

- Final Notices for Exempt W4 Employees were sent and all departments notified about reviewing HTAX103 - W-4 Exempt Report.
- Any employee whom did not return a new W-4 the system automatically reset employees to single, zero per IRS requirement
- If an employee returns a W-4, job aid explains how to properly enter new exemption, or other status

# Qualified Parking in State Paid or Owned Garages

- Monthly Exclusion Amount for Parking is \$245
- Processed one month in arrears (January's benefit is processed in February)
- Use the CIW and reconcile your employees balances
- PKF and PRF calculate both federal and state withholding amounts
- FMV Rates in state owned garages remained the same as last year
- The imputed income is reduced to \$149 a month \$74.50 bi-monthly

# Retirement 2000

Massachusetts Department of Revenue allows employees to receive the first \$2000 in combined Retirement Deductions and Medicare Tax to be excluded from MA Taxable Gross Wages. So from the start of the new calendar year (Jan) up until this \$2000 threshold is met employees will have less MA Taxable Gross to deduct taxes from, thus less MA taxes taken. Employees will see a gradual increase in their MA tax withholding (sometimes up to 2 pay periods) as they go over the \$2000 threshold.



# New Hires

## NEW HIRES -- Reminder:

- The United States Customs and Immigration Services has issued a new *Form I9, Employment Eligibility Verification* to be used during the New Hire process. Employing departments should note the changes to List A for acceptable identity and work authorization papers. See <http://www.uscis.gov/portal/site/uscis>
- **Report any SSN problems to the helpdesk immediately**
- **DO NOT, DO NOT, DO NOT bypass HR/CMS edits using an invalid SSN**

# Questions



# Payroll Close / Open Timeline

Kevin McHugh, CTR

# Key Dates

- Prior to June 1: Identify any FY14 COA changes, e.g. program codes or appropriation changes
- May 1<sup>st</sup>- Start entering PH documents
- June 1<sup>st</sup> – Position Rules Roll Departments can begin requesting FY14 Rules
- June 1<sup>st</sup> - PH over \$25K requires ANF approval for Executive Departments

# Key Dates

- June 14- Last day for HR transactions or Garnishment transactions in HR/CMS for PPE June 15
- June 17- Last Day for posting Time for PPE June 15
- June 18- Last day for making changes in Labor distribution in LCM for PPE June 15

# Key Dates- NO Proration of summarized Pay Earnings

- June 30- Last day for entering PH  
Last Day for PRRV (Cash Cut off of 7/1) for FY13
- July 1 – Beginning of FY14 and Last day for HR/CMS data entry
- July 2<sup>nd</sup> –Payroll Runs
- July 5<sup>th</sup> – Paper Pay Advices and Checks  
Not available until after 12PM because of Thursday Holiday



# Mass Rules Roll - MPOAA

- On June 1<sup>st</sup>, CTR will either approve or reject all pending POAA Rules requested for FY13 Activity and will Process the MPOAA program. Any new rules needed for FY14 Activity can be entered after June 3<sup>rd</sup>.
- New draft rules for FY14 will be in the LCM document catalog

# Accounts Payable

- Payroll Holds are object code based so departments need to encumber based on estimated payroll dollars i.e. A01,A08,B02, etc.
- All PH documents will workflow to CTR Payroll in order to assist departments in proper PH documents set-up.
- ◆ The PH document must include a justification in the Comment.

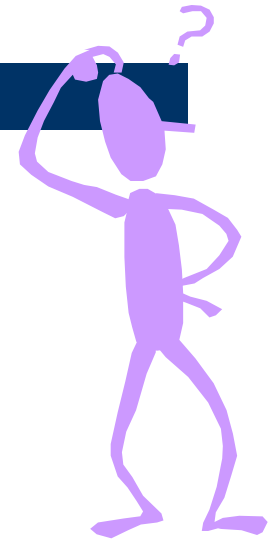


# HR Reminder:

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- Be careful when rehiring employees whose HR/CMS history (Object Code, Account, Unit) shows Accounting information no longer valid in the new FY.
- It must be corrected as of July 1 in the new FY.


**Questions?**



# PayInfo

Kevin McHugh, CTR



 Department	HRCMS Total Employees	% Suppressed	Department	HRCMS Total Employees	% Suppressed	Department	HRCMS Total Employees	% Suppressed
DEVELOPMENTAL DISABILITIES COUNCIL	19	100%	DIVISION OF BANKS	164	99%	MT WACHUSETT COMMUNITY COLLEGE	573	96%
ATTORNEY GENERAL OFFICE	534	99%	DIVISION OF INSURANCE	118	99%	NORTHERN ESSEX COMMUNITY COLLEGE	536	89%
EXECUTIVE OFFICE for ADMINISTRATION and FINANCE	330	98%	DEPARTMENT OF REVENUE	1,850	99%	SHERIFF DEPARTMENT NANTUCKET	3	100%
MASS CULTURAL COUNCIL	26	100%	DIVISION OF STANDARDS	17	100%	NORTHWESTERN DISTRICT ATTORNEY	82	100%
APPELLATE TAX BOARD	22	100%	EXECUTIVE OFFICE OF EDUCATION	75	95%	MASSACHUSETTS OFFICE ON DISABILITY	13	100%
BERKSHIRE DISTRICT ATTORNEY	51	100%	EXECUTIVE OFFICE OF ECONOMIC DEVELOPMENT	45	100%	OFFICE OF THE COMPTROLLER	129	100%
BUNKER HILL COMMUNITY COLLEGE	809	89%	DEPARTMENT OF ENERGY RESOURCES	53	79%	PAROLE BOARD	200	100%
BRISTOL COMMUNITY COLLEGE	760	87%	DEPT OF WORKFORCE DEVELOPMENT	1,516	98%	DIVISION OF PROFESSIONAL LICENSURE	121	100%
BRISTOL DISTRICT ATTORNEY	136	99%	EXECUTIVE OFFICE OF PUBLIC SAFETY & HOMELAND SECURITY	200	98%	DEPARTMENT OF HIGHER EDUCATION	55	95%
CAPE COD COMMUNITY COLLEGE	352	99%	DEPARTMENT OF ENVIRONMENTAL PROTECTION	837	95%	OFFICE OF CONSUMER AFFAIRS AND BUSINESS REGULATION	36	100%
EMERGENCY MANAGEMENT AGENCY	94	99%	GOVERNORS OFFICE	66	86%	SHERIFFS DEPARTMENT ASSOCIATION	4	100%
CRIMINAL HISTORY SYSTEMS BOARD	37	95%	HEALTH CARE FINANCE & POLICY	88	81%	SHERIFF DEPARTMENT BERKSHIRE	218	100%
COMMISSION ON JUDICIAL CONDUCT	6	100%	HUMAN RESOURCES DIVISION	138	97%	SHERIFF DEPARTMENT BARNSTABLE	351	100%
MUNICIPAL POLICE TRAINING COMMITTEE	69	88%	INFORMATION TECHNOLOGY DIVISION	343	98%	SHERIFF DEPARTMENT SUFFOLK	1,026	92%
CHIEF MEDICAL EXAMINER	70	99%	LOTTERY COMMISSION	404	100%	DEPARTMENT OF BUSINESS and TECHNOLOGY	24	100%
COMMITTEE FOR PUBLIC COUNSEL SERVICES	778	100%	MASSASOIT COMMUNITY COLLEGE	649	88%	SEX OFFENDER REGISTRY	51	100%
CAPE & ISLANDS DISTRICT ATTORNEY	58	98%	MIDDLESEX COMMUNITY COLLEGE	811	94%	SUFFOLK DISTRICT ATTORNEY	261	99%
CIVIL SERVICE COMMISSION	6	83%	COMMISSION FOR THE DEAF AND HARD OF HEARING	52	83%	DEPARTMENT of TELECOMMUNICATION and CABLE	27	100%
COMMISSION ON STATUS OF WOMEN	1	100%	MASSACHUSETTS GAMING COMMISSION	20	95%	TEACHERS RETIREMENT BOARD	87	100%
DISTRICT ATTORNEY ASSOCIATION	12	100%	MENTAL HEALTH LEGAL ADVISORS	12	100%	OFFICE OF THE STATE TREASURER	223	88%
DISABLED PERSONS PROTECTION COMMISSION	28	100%	MASSACHUSETTS MARITIME ACADEMY	332	88%	DEPARTMENT OF VETERANS SERVICES	66	82%
DEPARTMENT OF FIRE SERVICES	323	88%	MASSACHUSETTS MARKETING PARTNERSHIP	21	100%	VICTIM and WITNESS ASSISTANCE BOARD	14	86%
						HAMPDEN DISTRICT ATTORNEY	135	100%

# Questions?

